

**CODDENHAM PARISH COUNCIL
SCHEDULE OF MAY 2025 BACS PAYMENTS**

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
6	MSDC Locality Grant expenditure	Clarks of Watsham	Sleepers (Bench @ Broom Hill)	PHA 1875 s164	219.65	43.93	263.58
7	Clerk's Training	SALC	Training Course	LGA 1972 s101	34.00	6.80	40.80
8	Audit Fees	SALC	Internal Audit Fee 2024-25	LGA 1972, s111	282.00	56.40	338.40
9	Clerk's Salary (General)	Ms M L Burt	May Salary	LGA 1972 ss101, 111-112	573.56	0.00	573.56
					1109.21	107.13	1216.34

Invoice

No. SI0336070



CLARKES OF WALSHAM LTD

Member Code:

Deliver to:

Coddenham Parish Council
Willow Farm Barn Church Road
Coddenham
Ipswich
SUFFOLK
United Kingdom
IP6 9QA

Tel: 07548152181

Invoice to:

Coddenham Parish Council
4 Webbs Cottages School Lane
Coddenham
Ipswich
SUFFOLK
United Kingdom
IP6 9PT

Clarkes of Walsham Ltd

The Street, Walsham-le-Willows,
Bury St Edmunds, Suffolk, IP31 3BA

Tel 01359 259 259

Email accounts@clarkesofwalsham.co.uk

Customer No.	C00999
Your Ref.	Coddenham Parish Council
Invoice Date	09/05/2025
Sale by	Adam Howe
Order No.	SO0278525
Order Date	22/04/25
Delivery Date	01/05/25

Credit Terms: 30 Days E.O.M

Item Code	Qty	Description	Unit Price £	Disc. %	List Price £	Line Total £
SLEEPER12	5.00	2.4M X 125MM X 250MM OAK SLEEPERS PEFC	54.91	20.00	43.93	219.65

BACS Payment Details

Acc. Name: Clarkes of Walsham Ltd
Bank Name: Lloyds
Sort Code: 30-91-49
Account No: 00105061

Goods Total	£	219.65
Delivery	£	0.00
Net Amount	£	219.65
VAT	£	43.93
Gross Amount	£	263.58

Company Reg No. 00539713

Registered Address. The Street, Walsham-le-Willows, Bury St Edmunds, Suffolk, IP31 3BA

VAT Reg. 102 0992 10

SPECIALLY OBTAINED ITEMS ARE NON-REFUNDABLE
NO REFUND IS GIVEN WITHOUT RECEIPT OF PURCHASE (THIS DOES NOT AFFECT YOUR STATUTORY RIGHTS)
RESPONSIBILITY IS NOT ACCEPTED FOR ANY SUBSEQUENT LIABILITY REGARDING THE APPLICATION AND/OR
ENVIRONMENT OF FUEL TANKS
REGULATIONS APPLY. IT IS THE PURCHASER'S RESPONSIBILITY TO CONSULT WITH LOCAL AUTHORITY PRIOR
TO PURCHASE ON ALL REGULATIONS

CHAIN OF CUSTODY (COC) CERTIFIED PRODUCTS ARE IDENTIFIED IN THE ITEM DESCRIPTION

FSC: SA-COC-003897 - FSC MIX 70%
PEFC: SA-PEFC-COC-003897 - 70% PEFC CERTIFIED

GOODS & LICENSES REMAIN STRICTLY THE PROPERTY OF THE VENDOR UNTIL PAID FOR IN FULL



Suffolk Assn. of Local Councils

Units 1 & 2 Hill View Business Park
Claydon
Ipswich
IP6 0AJ

Invoice To

Coddenham Parish Council
4 Webbs Cottage
School Lane
Coddenham
Suffolk
IP6 9PT

VAT Number:825 0232 65

Invoice No30194

Invoice Date 15/05/2025

Customer A/c No:5009

Description	Quantity	Unit Price	Price	VAT
Invoice for Understanding Precepts & Intro to Local Councils - E-Learning	2.00	17.00	34.00	20%
Delegate Name - Maggie Burt				

Payment DUE DATE:14/07/2025

Net	34.00
VAT	6.80
Gross	40.80

Bank details:
Sort Code: 20-44-51
Account number: 00866105

Detach

Please detach this REMITTANCE SLIP and enclose with your payment

Account Ref : 5009

Invoice No : 30194

Account Name : Coddenham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils



Suffolk Assn. of Local Councils
Units 1 & 2 Hill View Business Park
Claydon
Ipswich
IP6 0AJ

VAT Number:825 0232 65

Invoice To

Coddenham Parish Council
4 Webbs Cottage
School Lane
Coddenham
Suffolk
IP6 9PT

Invoice No30231
Invoice Date 23/05/2025
Customer A/c No:5009

Description	Quantity	Unit Price	Price	VAT
SALC Internal Audit Service 2025	1.00	282.00	282.0	20%

Payment DUE DATE22/07/2025

Net 282.00
VAT 56.40
Gross 338.40

Bank details:
Sort Code: 20-44-51
Account number: 00866105

Detach

Please detach this REMITTANCE SLIP and enclose with your payment

Account Ref : 5009

Invoice No : 30231

Account Name : Coddenham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils

Coddenham Parish Council

Ms Margaret Burt

4 Webb Cottages
School Lane
Coddenham
Suffolk
IP6 9BT

4 Webbs Cottsges
School Lane
Coddenham
Suffolk
IP6 9PT

Payments		Deductions	
Taxable Pay	£716.76	Income Tax	£143.20
		Employee NIC	£0.00
Total Payments	£716.76	Total Deductions	£143.20

Net Pay £573.56

Payment Date 31/05/2025 National Insurance Category C
Payment Period Month 2 National Insurance Number YR622672A
Employer PAYE Reference 245/YZ63460 Tax Code BR wk1mth1
Payroll ID BU001 Hours worked 45.25
Additional information

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)



Re: May Timesheet

From Nick Mills <coddenhamcllr.nickmills@gmail.com>
Date Mon 02/06/25 17:42
To Maggie Burt <clerk.coddenhampc@gmail.com>

Hello Maggie,

I'm trying hard to deal with emails once a day; I failed to get to your timesheet this morning, as I had a couple of follow ups to the playground application. Sunny, dry days mean that I do rather less correspondence.

Your timesheet looks fine to me, so I'm happy to approve it.

Kind regards.

Nick
Sent from my iPad

On 2 Jun 2025, at 17:34, Maggie Burt <clerk.coddenhampc@gmail.com> wrote:

Hi Nick

I plan to do the accounts and banking tomorrow. In Sarah's absence, if you would approve my timesheet I'd be grateful so I can process the BACS payments.

Kind regards,
Maggie

From: Maggie Burt <clerk.coddenhampc@gmail.com>
Sent: 01 June 2025 18:22
To: Sarah Gregory <cllrSarahgregory@gmail.com>; Nick Mills <coddenhamcllr.nickmills@gmail.com>
Subject: May Timesheet

I attach my timesheet for approval.

Kind regards,
Maggie
<TIMESHEET MAY 2025.xlsx>

TIMESHEET

Name Maggie Burt

Time Period 1-31 May 2025

Position Clerk to the Parish Council

£15.84ph

DATE	WEEKDAY	TASK	DAILY TOTAL	Foi	TRAINING	Weekly Total	Monthly Total
01-May	Thurs	Emails/AGAR/Audit/Draft Agenda/April Payments	2.25 hours				
02-May	Fri	Emails/Agenda/April Payments	2.75 hours			5.0 hours	
05-May	Mon	Emails/UTB/Lloyds	2.0 hours				
06-May	Tues	Emails/April Financials/Agenda	2.0 hours				
07-May	Weds	Emails/APM Minutes/Apr Financials	2.0 hours				
08-May	Thurs	Emails/Audit/Standing Orders	1.5 hours				
09-May	Fri	Emails/Audit/April Financials Mtg./CW/re above	1.25 hours 1.0 hours			9.75 hours	
12-May	Mon	Emails/May Mtg Pack/Allotments	2.25 hours				
13-May	Tues	Emails/Agenda/May Mtg Pack	1.75 hours				
14-May	Weds	Emails/May Mtg Pack/Planning	1.25 hours				
15-May	Thurs	Emails/May Mtg Pack	1.75 hours				
16-May	Fri	Emails/Mtg Pack	0.75 hours			7.75 hours	
17-May	Sat	Emails/Mtg Pack	1.75 hours				
18-May	Sun	Emails/Website	1.0 hours				
19-May	Mon	Emails/Notice Boards	1.25 hours				
20-May	Tues	Emails/Audit Further docs	2.25 hours				
21-May	Weds	Emails/Audit Further docs	2.0 hours				
22-May	Thurs	Emails/website APC Meeting	1.0 hours 2.5 hours				
23-May	Fri	Emails/Queries from Mtg	2.25 hours			14.0 hours	
26-May	Mon	Emails/Draft Agenda/Website	1.50 hours				
27-May	Tues	Emails/Draft Minutes	3.0 hours				
28-May	Weds	Emails/Post Mtg Tasks	1.75 hours				
29-May	Thurs	Emails/Churchyard Wall Mtg SG/NN	0.50 hours				
30-May	Fri	Emails/Agenda/Minutes/Website	2.0 hours			8.75 hours	45.25 hours